



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center (FHWA)		
RFP NUMBER:		NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj	
TASK ORDER NUMBER: 196 4-22778		PRINCIPAL INVESTIGATOR: Dr. Ali Maher	
Project Starting Date: 01/01/2007 Original Project Ending Date: 12/31/2007 Modified Completion Date:		Period Covered: 3rd Quarter 2007	

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Mobilization	9.29%	\$ 20,000	25.00%	\$ 5,000	100.00%	\$ 20,000
2	Maintain Contact Lists	3.98%	\$ 8,558	25.00%	\$ 2,140	75.00%	\$ 6,419
3	Publish Newsletter	4.15%	\$ 8,923	25.00%	\$ 2,231	75.00%	\$ 6,692
4	Distribute Technology Transfer Materials	6.12%	\$ 13,161	15.00%	\$ 1,974	85.00%	\$ 11,187
5	Provide Information Service	22.34%	\$ 48,076	25.00%	\$ 12,019	75.00%	\$ 36,057
6	Provide Training Courses	42.70%	\$ 91,896	15.00%	\$ 13,784	80.00%	\$ 73,517
7	Evaluate Effectiveness of Program	6.99%	\$ 15,050	35.00%	\$ 5,268	85.00%	\$ 12,793
8	Special Projects	4.43%	\$ 9,536	5.00%	\$ 477	15.00%	\$ 1,430
9		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
10		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
11		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
12		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
13		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
14		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
15		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
16		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
17		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
18		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
19		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
20		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	TOTAL	100.00%	\$ 215,200		\$ 42,893		\$ 168,095

Blue text is entered once at the beginning of the project

Green text is updated ever quarter

Black text is automatically updated or static



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Project Objectives:

The New Jersey Local Technical Assistance Program (LTAP) has a mission to become an information clearinghouse to foster a safe, efficient, environmentally sound transportation system by improving the skills and knowledge of the transportation industry through technology transfer activities, such as training, technical assistance and dissemination of resources.

The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the New Jersey Local Technical Assistance Program (LTAP).

Project Abstract:

The New Jersey Local Technical Assistance Program (LTAP) will continue to maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The technology transfer services of LTAP have been expanded to support the transportation industry through the promotion of best practices, new research, products, and proven technologies that are applicable to New Jersey roadways.

Center Name: New Jersey LTAP

Reporting Period: July 1,2007 to September 30, 2007

Program Dashboard

Total number of training sessions:	<u>38</u>	
Total number of participants:		<u>475</u>
Total number of participant hours:	<u>2,156</u>	
Total newsletter circulation:	<u>11,871</u>	
Total number of LTAP/TTAP FTEs:		<u>2.5</u>



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Training Data

Safety

The Safety metric is divided into 2 categories: Highway Safety and Worker/Workplace Safety. Count the training your center conducted or had responsibility for conducting, such as training co-sponsored with a partner.

Worker/Workplace Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Hazards Associated w/Fertilizers, Insecticides, & Herbicides	2.5	1	10					10	25
Grounds Maintenance Safety	2.5	1	10					10	25
TOTAL	5	2	20					20	50

Highway Safety

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Work Zone Safety Awareness Program	6	3	38			2	15	70	420
NY Safe Routes to School Program	2	1	10		24	9	19	62	124
Ten Deadly Teen Driver Mistakes	1	1	12		27	10	31	80	80
North Atlantic Regional Safety Forum	12	1	16		33	15	6	60	720
TOTAL	21	6	76		84	36	71	267	954



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Infrastructure Management

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Mechanistic Empirical Pavement Design Guide Workshop	14	1			10	5	5	20	280
Stormwater Issues & Answers for Public Works	3	1	6					6	18
Introduction to Streetscapes	3	1	10					10	30
Landscape Restoration	3	1	10					10	30
Drainage Maintenance: The Key to Roads that Last	2.5	1	10					10	25
Asphalt Roads: Common Maintenance Problems	2.5	1	10					10	25
Winter Maintenance	2.5	1	10					10	25
Winter Maintenance Part 2: Snowfighter Training	3	1	10					10	30
Clean Communities Workshop	2	1	35					35	70
TOTAL	35.5	9	101		10	5	5	121	533

Workforce Development

Session Name	Session Length [hours]	Total # of Sessions	Total # of participants					Total # of Participants	Total Participant Hours
			Local	Tribal	State	Federal	Other		
Systems Approach to Conflict Management	2	1			27			27	54
National Summer Transportation Institute	7.5	20					30	30	225
TOTAL	9.5	21			27		30	57	279



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Newsletter / Published Resources Data

Circulation

Name of Newsletter	Circulation				
	Local	Tribal	State	Federal	Other
Just the CAIT LTAP FAX	1,669	8	924	161	835

Number of Articles per Focus Area

Newsletter Issue	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Volume 9, Number 7	2		1	4	3
Volume 9, Number 8	2			4	2
Volume 9, Number 9	1	1	1	2	2

Materials Distribution Data

Material Types	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
Publications	312	40	140	118	319
CDs			2		
Videotapes					
DVDs					15
Downloads					
Others [insert]					
TOTAL:	312	40	142	118	334

Technical Assistance Data

Estimate the total percentage of time spent by your Center staff providing technical assistance during the past quarter: 30%

Activities Related to Program Stakeholders



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Organization	Activities					
	# of times center distributed information for this organization (mail, e-mail, fax, etc.)	# of joint training sessions	# of joint conferences	# of joint special programs	# of articles reprinted in LTAP/TTAP newsletters from this organization	# of center staff participating in national program efforts
National Stakeholders						
FHWA (HQ, Resource Center)	1				3	1
AASHTO					1	
NACE						
APWA	1				2	
TRB						
Salt Institute	1					
State/Local Stakeholders						
FHWA Division			1		4	3
State DOT/govt	2		1		6	3
AASHTO Chapter						
NACE Chapter						1
APWA Chapter		1				1
ITE	1	2				1
Other Stakeholders						
NJ Society of Municipal Engineers						1
NJ Division of Highway Traffic Safety		1			2	2
NJ Asphalt Pavement Association						1
NJ WZS Partnership	1				2	3

1. Progress this quarter by task, with specific deliverables:

A. Maintain Contact Lists



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- The contact list database was updated to include 98 new local public works contacts of local public works personnel.

Public Works Email Updates
Revisions/Deletions

July 2007
Ongoing

B. Publish Newsletter

- 3,597 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail.

Volume 9, Number 7
Volume 9, Number 8
Volume 9, Number 9

July 2007
August 2007
September 2007

C. Distribute Technology Transfer Materials

- 946 technical materials were distributed this quarter.

NJDOT Police Technical Assistance Program Tech Brief
NJDOT Transportation Safety Development Professional
Clearinghouse Tech Brief

July 2007
July 2007

D. Provide an Information Service

Technical Assistance	Ongoing
NLTAPA Executive Committee Meeting	July 5, 2007
Clean Communities Workshop	July 19, 2007
NJ Work Zone Safety Partnership Meeting	July 19, 2007
NLTAPA Clearinghouse Committee Meeting	July 22, 2007
NLTAPA Annual Conference	July 23-26, 2007
NJLTAP Peer Exchange	August 8-9, 2007
NLTAPA Executive Committee Meeting	August 13, 2007
NJ Chapter APWA Executive Committee Meeting	August 15, 2007
NJ Work Zone Safety Partnership Meeting	August 16, 2007
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NLTAPA Internal Communications Workgroup Meeting	August 23, 2007
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NLTAPA Executive Committee Meeting	September 17, 2007
CAMTEA Meeting	September 18, 2007
NJACE Meeting	September 21, 2007



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NJ Chapter APWA Executive Committee Meeting
NJ Work Zone Safety Partnership Meeting

September 26, 2007
September 20, 2007

E. Training

New Jersey National Summer Transportation Institute
Stormwater Issues and Answers for Public Works
Systems Approach to Conflict Management
Mechanistic Empirical Pavement Design Guide Workshop
North Atlantic Regional Safety Forum
Work Zone Safety Awareness Program
Work Zone Safety Awareness Program
Hazards Associated w/ Fertilizers, Herbicides, Insecticides
Grounds Maintenance Safety
Introduction to Streetscapes
Landscape Restoration
NY Safe Routes to School
Ten Deadly Teen Driver Mistakes
Drainage Maintenance: the Key to Roads that Last
Asphalt Roads: Common Maintenance Problems
Winter Maintenance Part I
Winter Maintenance Part II: Snowfighter Training

July 9- August 3, 2007
July 10, 2007
July 23, 2007
August 21-22, 2007
September 5-6, 2007
September 6, 2007
September 13, 2007
September 17, 2007
September 17, 2007
September 19, 2007
September 19, 2007
September 20, 2007
September 20, 2007
September 24, 2007
September 24, 2007
September 26, 2007
September 26, 2007

F. Evaluate the Effectiveness of the Program

Course Evaluations
NJDOT/FHWA Quarterly Progress Meeting
NJLTAP Peer Exchange
NJLTAP 2008-2011 Strategic Plan
July-September 2007 Quarterly Report

Ongoing
July 6, 2007
August 8-9, 2007
August 2007
September 2007

G. Special Projects

Professional Development Workshop for NJDOT Bureau of
Research and Demonstration.

July 23, 2007

Attended NJDOT Research Projects Quarterly Meetings
Train the Trainer Instructor Day

September 18-19, 2007
September 27, 2007

2. Proposed activities for next quarter by task:

A. Maintain Contact Lists



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- The mail list will be continually be updated on an as needed basis.

B. Publish Newsletter

- The NJ LTAP newsletter will remain on a monthly publishing schedule.
- A hardcopy newsletter will be distributed at the League of Municipalities Conference.

C. Distribute Technology Transfer Materials

- Technology transfer materials will be distributed during training programs, and by request. The lending library is always available.

D. Provide Information Service

- Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.
- NJ LTAP staff will make a presentation at the 2007 NJACE Forum in October 2007 in New Brunswick, NJ.
- NJ LTAP staff will attend the National Traffic Management and Annual Work Zone Safety Conference in October 2007 in Ft. Lauderdale, FL.
- NJLTAP staff will coordinate 3 Regional Work Zone Safety Awareness Showcases for NJDOT personnel in October 2007.
- NJ LTAP staff will attend and exhibit at the Annual League of Municipalities Conference in Atlantic City, NJ in November 2007.
- NJ LTAP staff will coordinate and attend the Annual NJ Chapter of the American Public Works Association Awards Program at the Annual League of Municipalities Conference in Atlantic City, NJ in November 2007.
- NJ LTAP staff will attend the NLTAPA Executive Committee meeting in Washington, DC in December 2007.
- NJ LTAP staff will continue to serve as Representative of Region One to the National LTAP Association, as Chair of the Association's Internal Communications Workgroup and on the NLTAPA Clearinghouse Committee.
- NJ LTAP staff will continue to serve on various committees of professional organizations.



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- NJ LTAP will distribute the NJDOT Bureau of Research and Demonstration Newsletter.

E. Provide Training Courses

- Training programs are scheduled for the next quarter in the following areas:

NJDOT Research Showcase
NJDOT Work Zone Safety Regional Showcases (3)
Traffic Control Coordinator Program
Work Zone Safety Awareness Program
Road Scholar One Program
Road Scholar Two Program
Traffic Engineering
Transportation/Infrastructure Seminars

F. Evaluate Effectiveness of Program

- Evaluations will continue to be distributed at each program.
- A Peer Exchange Report of the August 2007 NJLTAP Peer Exchange will be compiled.
- A Stakeholder Committee meeting will be held in October 2007.
- A Steering Committee meeting will be held every other month and/or on an as-needed basis to review program activities and initiatives, as well as to set long-term goals.
- NJ LTAP staff will attend professional development workshops.

G. Special Projects

- Coordinate 2 day NJDOT Research Showcase
- Attend NJDOT Research Project Quarterly Meetings

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.



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5. Problems/Proposed Solutions:

Total Project Budget	\$215,200
Modified Contract Amount:	
Total Project Expenditure to date	\$168,095
% of Total Project Budget Expended	78.11%

NJDOT Research Project Manager Concurrence: _____ Date: _____



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RFP NUMBER:		NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj	
TASK ORDER NUMBER: TO 196 4-22776		PRINCIPAL INVESTIGATOR: Dr. Ali Maher	
Project Starting Date: 01/01/2007 Original Project Ending Date: 12/31/2007 Modified Completion Date:		Period Covered: 3rd Quarter 2007	

Task #	Task	% of Total	Fixed Budget	% of Task this quarter	Cost this quarter	% of Task to date	Total cost to date
1	Mobilization	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
2	Literature Search	0.00%		0.00%	\$ -	0.00%	\$ -
3	Maintain Contact Lists	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
4	Publish Newsletter	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
5	Distribute Technology Transfer Materials	1.45%	\$ 504	0.00%	\$ -	100.00%	\$ 504
6	Provide Information Service	26.33%	\$ 9,135	20.00%	\$ 1,827	80.00%	\$ 7,308
7	Provide Training Courses	5.81%	\$ 2,016	20.00%	\$ 403	70.00%	\$ 1,411
8	Evaluate the Effectiveness of Program	29.62%	\$ 10,279	35.00%	\$ 3,598	85.00%	\$ 8,737
9	Special Projects	36.79%	\$ 12,766	30.00%	\$ 3,830	70.00%	\$ 8,936
10		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
11		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
12		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
13		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
14		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
15		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
16		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
17		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
18		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
19		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
20		0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
	TOTAL	100.00%	\$ 34,700		\$ 9,658		\$ 26,896

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Asphalt Roads: Common Maintenance Problems	2.5	1	10					10	25
Winter Maintenance	2.5	1	10					10	25
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Workforce Development

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Number of Articles per Focus Area

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Volume 9, Number 8	2			4	2
Volume 9, Number 9	1	1	1	2	2

Materials Distribution Data

Material Types	Safety			Workforce Development	Infrastructure Management
	Highway	Worker	Work Zone		
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Technical Assistance Data

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Activities Related to Program Stakeholders



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Organization	Activities					
	# of times center distributed information for this organization (mail, e-mail, fax, etc.)	# of joint training sessions	# of joint conferences	# of joint special programs	# of articles reprinted in LTAP/TTAP newsletters from this organization	# of center staff participating in national program efforts
National Stakeholders						
FHWA (HQ, Resource Center)	1				3	1
AASHTO					1	
NACE						
APWA	1				2	
TRB						
Salt Institute	1					
State/Local Stakeholders						
FHWA Division			1		4	3
State DOT/govt	2		1		6	3
AASHTO Chapter						
NACE Chapter						1
APWA Chapter		1				1
ITE	1	2				1
Other Stakeholders						
NJ Society of Municipal Engineers						1
NJ Division of Highway Traffic Safety		1			2	2
NJ Asphalt Pavement Association						1
NJ WZS Partnership	1				2	3

1. Progress this quarter by task, with specific deliverables:

A. Maintain Contact Lists



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- The contact list database was updated to include 98 new local public works contacts of local public works personnel.

Public Works Email Updates
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July 2007
Ongoing

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Volume 9, Number 9

July 2007
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C. Distribute Technology Transfer Materials

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NJDOT Transportation Safety Development Professional
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July 2007
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Technical Assistance	Ongoing
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NJ Chapter APWA Executive Committee Meeting
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September 26, 2007
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- NJ LTAP staff will attend the National Traffic Management and Annual Work Zone Safety Conference in October 2007 in Ft. Lauderdale, FL.
- NJLTAP staff will coordinate 3 Regional Work Zone Safety Awareness Showcases for NJDOT personnel in October 2007.
- NJ LTAP staff will attend and exhibit at the Annual League of Municipalities Conference in Atlantic City, NJ in November 2007.
- NJ LTAP staff will coordinate and attend the Annual NJ Chapter of the American Public Works Association Awards Program at the Annual League of Municipalities Conference in Atlantic City, NJ in November 2007.
- NJ LTAP staff will attend the NLTAPA Executive Committee meeting in Washington, DC in December 2007.
- NJ LTAP staff will continue to serve as Representative of Region One to the National LTAP Association, as Chair of the Association's Internal Communications Workgroup and on the NLTAPA Clearinghouse Committee.
- NJ LTAP staff will continue to serve on various committees of professional organizations.



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- NJ LTAP will distribute the NJDOT Bureau of Research and Demonstration Newsletter.

E. Provide Training Courses

- Training programs are scheduled for the next quarter in the following areas:

NJDOT Research Showcase
NJDOT Work Zone Safety Regional Showcases (3)
Traffic Control Coordinator Program
Work Zone Safety Awareness Program
Road Scholar One Program
Road Scholar Two Program
Traffic Engineering
Transportation/Infrastructure Seminars

F. Evaluate Effectiveness of Program

- Evaluations will continue to be distributed at each program.
- A Peer Exchange Report of the August 2007 NJLTAP Peer Exchange will be compiled.
- A Stakeholder Committee meeting will be held in October 2007.
- A Steering Committee meeting will be held every other month and/or on an as-needed basis to review program activities and initiatives, as well as to set long-term goals.
- NJ LTAP staff will attend professional development workshops.

G. Special Projects

- Coordinate 2 day NJDOT Research Showcase
- Attend NJDOT Research Project Quarterly Meetings

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.



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5. Problems/Proposed Solutions:

Total Project Budget	\$34,700
Modified Contract Amount:	
Total Project Expenditure to date	\$26,896
% of Total Project Budget Expended	77.51%

NJDOT Research Project Manager Concurrence: _____ Date: _____